



DEFENSE COURIER SERVICE REGULATION

**ASSISTANT SECRETARY OF DEFENSE FOR
COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE**



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, **D.C.** 20301-3040

January 5, 1995

COMMAND, CONTROL,
COMMUNICATIONS
AND
"INTELLIGENCE

FOREWORD

This Regulation is reissued under the authority of **DoD Directive 5200.33**, "Defense Courier Service (**DCS**)," December 7, 1994. It prescribes procedures for **DCS** administration and operations.

DoD 5200.33-R, "Defense Courier Service Regulation," January 1989, is hereby canceled.

This Regulation applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff (Joint Staff), the Unified Commands, the Inspector General of the Department of Defense, the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

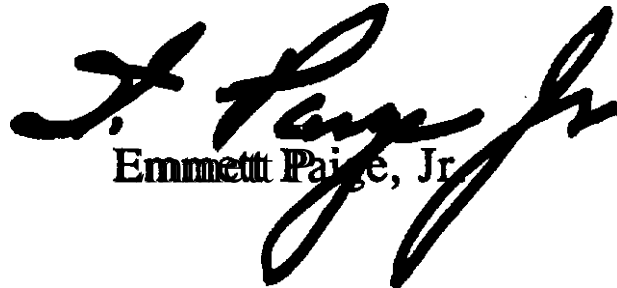
It also applies to other activities of the U.S. Government, U.S. Government contractors, foreign governments, and the North **Atlantic** Treaty Organization seeking to use the DCS.

This Regulation is effective immediately and is mandatory for use by all the DoD Components. The Heads of DoD Components should not issue formal supplemental regulations.

Send **recommended** changes to the Regulation to:

Deputy for Security Classification and Safeguards
Office of the Deputy Assistant Secretary of Defense (Intelligence & Security)
Office of the Assistant Secretary of Defense for Command, Control,
Communications, and Intelligence
6000 Defense, Pentagon
Washington, **D.C.** 20301-6000

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Emmett Paige, Jr.

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REFERENCES

- (a) DoD Directive 5200.33, "Defense Courier Service (**DCS**)," dated December 7, 1994
- (b) Sections 801-940 of Title 10, United States Code, Uniform Code of Military Justice
- (c) DoD Instruction 4000.19, "**Interservice**, Interdepartmental, and Interagency Support," April 15, 1992
- (d) DoD 7000. 14-R, "Department of Defense Financial Management Regulation (Security Assistance Policy and Procedures)," Volume 15, March 1993, authorized by DoD Instruction 7000.14, November 15, 1992
- (e) DoD Directive 5030.49, "DoD Customs Inspection Program," January 6, 1984
- (f) DoD C-5105.21-M-1, "Sensitive Compartmented Information (**SCI**) Security Manual Administrative Security," January 1985, authorized by DoD Directive 5105.21, "Defense Intelligence Agency," May 19, 1977
- (g) AR 614-200, "Selection of Enlisted Soldiers for Training and Assignment," October 17, 1990¹
- (h) AFR 39-11, "Enlisted Personnel Airman Assignments," July 20, 1989
- (i) Joint Pub 1-04, "Policy and Procedures Governing Positive Control Material and Devices," October 26, 1992³
- (j) DoD Instruction 6055.4, "Department of Defense Traffic Safety Program, " August 25, 1988

¹ Available from the Department of the Army

² Available from Publishing and Distribution Offices on U.S. Air Force Installations

³ Available from the JCS Documents Division, Room 2B917, Pentagon, Washington, DC 20318-0400

DEFINITIONS

1. **Armed Escort**. An armed individual accompanying a DCS courier and charged with the protection of the material in the control of the courier.
2. **Authorized User**. Any U.S. Government activity or contractor authorized to send and receive qualified material, as described in DoD Directive 5200.33 (reference (a)).
3. **Command Messenger**. An individual designated, in writing, by an authorized customer to accept and deliver material on its behalf. A command messenger may represent several users simultaneously.
4. **Consolidated Control Point (CCP)**. A DCS account designated by one or more accounts to act as its agent for receiving and entering DCS material.
5. **Contracting Officer's Authorized Representative (COAR)**. The Government official responsible to provide technical coordination and information on a contract (and contractor) with his and/or her Agency.
6. **Customer Name**. The customer's name represented in 35 characters, or less (including spaces).
7. **DCS Account Number**. " The unique identifier assigned to a DCS customer, consisting of a 6-character alphanumeric base number and a 4-character delivery reference code separated from the base number by a dash (e.g., 999999-XX99).
8. **DCS Article Number**. The control number used to identify DCS material. It consists of the two-letter digraph of the originating DCS station, followed by up to seven digits. It should be placed in the lower-right quadrant of the address side of the article.
9. **DCS Customer**. An authorized DCS user with a current, authenticated, and validated DCS Form 10, "Defense Courier Service Authorization Record," or other written authorization.
10. **DCS Route**. An approved regularly scheduled itinerary for the transportation of material between two DCS stations or a DCS station and its customers. Routing information is available from the servicing DCS station.
11. **Dedicated Courier**. Members of the U.S. Armed Forces or civilian employees assigned to the DCS, possessing the proper security clearance, who have completed the DCS school and are qualified as couriers by the Commander, DCS. Dedicated couriers are identified by credentials issued by the DCS.
12. **Defense Courier Automated Management System (DCAMS)**. The DCS computer system

supporting administrative and operational functions of the worldwide DCS system.

13. Defense Courier Service (DCS). A joint command and direct reporting unit (**DRU**) under the Commander in Chief United States “Transportation Command (**CINCTRANS**). The DCS establishes, staffs, operates, and maintains an international network of couriers and courier stations for the expeditious, cost effective, and secure transmission of qualified classified documents and material.

14. Defense Courier Service Station (DCS Station). A joint-service activity of the DCS for the acceptance, processing, dispatch, and delivery of qualified courier material.

15. Designated Courier. An appropriately cleared active duty member of the U.S. Armed Forces, or, when authorized by the Commander, DCS, a U.S. Government civilian employee (in grade **GS-5**, or above), who is selected to take custody of, safeguard, and escort a particular DCS shipment.

16. Diplomatic Courier. A person appointed and assigned by the U.S. Department of State (DoS), who holds a diplomatic passport and a courier letter signed by the Secretary or the Under Secretary of State.

17. Provisional Courier. A person assigned outside the DCS, nominated by the individual’s parent command, and trained by the DCS to act as the DCS representative in a given area.

18. Qualified Material. Material listed in enclosure 1 of DoD Directive 5200.33 (reference (a)) that may be transmitted by the DCS.

19 Regional Commander. The senior DCS representative in a specific geographic area. Regional commanders exercise command and control of DCS stations in their region.

20. Regular Movement. A precedence designator applied to the movement of material qualified for entry into the DCS. Regular movement material moves on normally scheduled transportation, consistent with available space, and usually is not commingled with special movement material.

21. Sensitive **Compartmented** Information Facility (SCIF). A room, group of rooms, or a building accredited for the secure processing and/or storage of Sensitive Compartmented Information (**SCI**) material. DCS **SCIFs** are for secure storage only; there is to be no processing or discussion of **SCI** in DCS **SCIFs**.

22. Special Movement. A precedence designator applied to movement of “nickname” or other qualified material of such urgency that, to prevent mission impairment, it is moved more expeditiously than normal DCS schedules permit. Such shipment must be approved by the Headquarters (HQ), DCS, in advance,

23. standardized DCS Addressing Elements. The standardized two-line address consisting of the DCS account number and name used to address DCS material.

24. ToI.) Secret Control Officer (TSCO). A person appointed and assigned by an organization to receipt for, control, store, and transmit Top Secret material.

25. Transit Time. The time required for material to move from the originating DCS station to the destination DCS station.

26. U.S. Armed Forces. A collective term for the DoD Components.

27. Worldwide Master Account Data Base. The primary DCS database containing vital account identification and service information for all authorized DCS customers.

CHAPTER 1

GENERAL PROVISIONS

A. PURPOSE

1-100. Purpose

This Regulation:

- a. Describes DCS operations.
- b. Prescribes procedures for the DCS, the DoD Components, and the Federal Agencies that use the DCS.

1-101. Definitions

DCS terms used in this Regulation are defined in the “Definitions” section in the front matter, above.

1-102. Concept of Operations

- a. The DCS, organized under DoD Directive 5200.33 (reference (a)), shall establish, staff, maintain, and operate an international network of couriers and courier stations for the expeditious, cost-effective and secure transmission of qualified classified documents and material. In all instances, security of material shall be of paramount importance. As a total quality organization, the DCS shall be responsive to the needs of its customers.
- b. The primary methods of maintaining security for classified documents and material entered into the DCS system are as follows:
 - (1) Restricting handling to appropriately cleared personnel.
 - (2) Use of accredited facilities.
 - (3) Continuous accountability for documents or material in the DCS system.
- c. Transportation between DCS stations is normally by scheduled (and opportune) shipment on Air Mobility Command flights, military contract flights, commercial (U.S. flag) aircraft, or common surface carrier. Foreign flag carriers maybe considered for special movements if no U.S. flag carriers are available. In that instance, prior coordination with the

originator by HQ DCS is required. During missions, all movement and storage of material must be approved or supervised by the responsible courier.

d. The DCS shall provide reliable and timely delivery of qualified material consistent with customer requirements, security, and available resources. The DCS shall maintain a delivery routing guide to outline its scheduled, worldwide movement of material and normal delivery times between DCS stations. DCS customers who desire to plan production and/or work schedules on DCS dispatch and delivery schedules may obtain that information from their servicing DCS station.

e. Courier duty requires an individual who is mature, trustworthy, responsible, and capable of operating independently. Duty as a dedicated courier shall be restricted to properly **credentialed** military and civilian personnel assigned to the DCS.

f. For reasons of economy, some DCS shipments are escorted between DCS stations, or between DCS stations and DCS customers, by designated couriers (see Chapter 3, subsection C. 3-301, below).

g. Under peacetime conditions, dedicated DCS couriers are normally not armed. If material in DCS custody is such that an armed escort is necessary, the originating or receiving account is responsible to provide such escort to include support, transportation, and **funding**. During periods of hostility or contingency, DCS couriers may be armed, as determined by the Commander, DCS.

h. Dedicated DCS couriers are identified by credentials issued by the Commander, DCS.

i. If a customer is unable to transport sensitive, mission-essential, nonqualified material in a timely manner by other means, particularly during contingencies or war, the customer may request, by message or letter, a DCS Commander-authorized exception to permit its movement through the DCS.

1-103. DCS Movement System

a. The DCS provides two levels of service for movement of qualified material, regular and special, which establishes precedence of movement for material handled in the DCS. Some special movement authorizations -- referred to as "nickname" projects -- may be granted for a predetermined period of time. Annual **revalidation** of such authorization is requested to be forwarded to the HQ DCS no later than 30 days before the current authorization expires (also see paragraph A. 1- 103.c., below).

b. The originator shall determine movement priority of material, to include any requirement for special movement. Priorities should be assigned consistent with the

definitions for regular and special movement, and the potential degradation of the user's mission, if the material is delayed. Additionally, during wartime or contingency situations, a supported Combatant Commander must **identify** priorities for material destined to his or her command based on mission and operational requirements and ensure that the DCS is accorded appropriate airlift priority to meet those requirements. The cost of special movements is the responsibility of the customer.

c. Normal transit times for DCS material are based on the DCS movement schedule. The DCS shall continually strive to reduce those times by more efficient use of resources. Material shall be delivered to the addressee based on customer requirements or the destination station's schedule of local service. Material may also be picked up at the destination DCS station, using daily "over-the-counter service." The DCS shall not make changes to scheduled deliveries without first coordinating with customers.

d. A customer may request special movement to move material that must be delivered by a specific date, which cannot be moved within established DCS schedules. That request may be initially made by telephone, to be supported by a message to the HQ DEFCOURIERSVC FT GEORGE G MEADE MD//J3/J4//, not later than 3 working days before the date the material will be made available to the DCS. Special movement requests shall contain the following information:

- (1) Weight, dimension, and DCS article number, if known.
- (2) Originators' two-line DCS address.
- (3) Destination (addressee's two-line DCS address)
- (4) Date and location at which material shall be made available to the DCS for movement.
- (5) Date required by the addressee.
- (6) Fund cite for travel of two couriers and material movement.
- (7) Points-of-contact at requesting Agency, originator, and addressee.
- (8) Additional remarks, if appropriate.
- (9) Besides the above, originators requesting revalidation of "nickname special projects" shall indicate the following:

(a) Required period of movement authorization (e.g., February 1995 through November 1995).

(b) Frequency of movement (e.g., daily, monthly, quarterly, etc.)

B. POLICIES

1-104. DCS Customers

a. The DoD Components, the Federal Agencies, and their authorized contractors, or any other organization that may receive or enter qualified material, shall establish a DCS account with their servicing DCS station.

b. A DCS account holder may be requested to serve as a Consolidated Control Point (CCP) if it would provide economy of service.

c. Government contracting officials and contracting representatives shall coordinate with the DCS before entering any material into the DCS system. As part of that process, the contracting official or contracting representative shall provide the DCS with the following **information** for each **pertinent** contract:

- (1) Type of material to be received and dispatched.
- (2) Name, address, and telephone number of the Government contracting official.
- (3) Contract number and expiration date.
- (4) Name and address of the contractor.
- (5) Any other data pertinent to the transportation of the material.

1-105. DCS Station Host or Support

a. The Heads of the DoD Components and the Federal Agencies that host or otherwise support a DCS station shall be responsible for providing DCS units with the following by an inter-service support agreement or a memorandum of understanding:

(1) **SCIFs** that provide adequate material storage and meet administrative space requirements.

(2) Vehicles and special purpose equipment that meet the minimum security and safety standards (see Chapter 3, section D., below).

(3) Airlift support (as required); Government bills of lading; and transportation requests or military transportation authorizations.

(4) Local counterintelligence (**CI**) and criminal intelligence support, including periodic **CI** briefings and liaison with local law enforcement agencies and counterintelligence units.

(5) Classified and unclassified message and voice transmission capability, IMMEDIATE precedence in the Defense Message Service (**DMS**) system, and message center service.

(6) Personnel and financial support, Uniform Code of Military Justice support (reference (b)), special security **office** service, billeting and dining facilities, housing support, and medical and/or dental service in accordance with DoD Instruction 4000.19 (reference (c)) and Defense Business Operating Fund (**DBOF**) financial policy consistent with DoD 7000.14-R (reference (d)).

(7) Copies of all inspections, investigations, and audits that pertain to, or have an impact on, DCS operations shall be provided to Headquarters, Defense Courier Service, **ATTN: IG**, Building P-830, Fort George G. Meade, **MD** 20755-5370. The Heads of the DoD Components, at which a courier may make an unscheduled stopover during the movement of DCS material, shall provide the following support:

(a) Temporary secure storage for the DCS shipment, including required guards.

(b) Billeting and messing for couriers.

(c) Transportation support, as outlined in Chapter 3, section D., below.

(d) Communications support, as outlined in, subparagraph B. 1-105 .a.(5), above.

b. When specifications in paragraph B. 1-105.a. and B. 1-105.b., above, cannot be met, the DCS must be notified.

1-106. Loss or Compromise of DCS Material

a. If DCS material is lost, destroyed, compromised, or mishandled, the HQ DEFCOURIERSVC **FT GEORGE G MEADE//IG//** must be informed by IMMEDIATE message or telephone (**DSN**) 923-6011 or commercial (301) 677-6011. Agencies originating the-materials being transported shall be notified by the most expeditious means possible by the HQ DCS.

b. If a courier is disabled, the military commander having knowledge of the matter shall inform the HQ DEFCOURIERSVC **FT MEADE MD//IG//** of the circumstances by IMMEDIATE message or telephone (**DSN**) 923-6011 or commercial (301) 677-6011.

c. Military commanders shall assist the DCS in investigating lost, destroyed, compromised, or mishandled material, as required.

1-107. Misuse of the DCS

a. "Misuse" refers to the intentional or unintentional entry of material, defined in DoD Directive 5200.33 (reference (a)) as "prohibited" or "unqualified," into the DCS.

(1) Prohibited Material. That material not authorized entry into the DCS, regardless of classification or other criteria. Any person who introduces prohibited material into the DCS maybe punished under applicable Federal law, including the UCMJ (reference (b)). DCS service to customers guilty of entering prohibited material shall be suspended or terminated. Reinstatement of DCS service shall be considered by the Commander, DCS, only after review of the results of the investigation into this misuse of the DCS system.

(2) Unqualified Material. Any person who knowingly introduces unqualified material into the DCS maybe subject to applicable Federal law and reference (b). DCS service to customers guilty of entering unqualified material into the DCS may be suspended or terminated. Reinstatement of DCS service shall be considered by the Commander, DCS, only after review of the results of the investigation into that misuse of the DCS system.

b. DCS customers shall initiate appropriate action against any person who introduces prohibited or unqualified material into the DCS system.

c. Personnel performing duties under this Regulation are subject to DoD Directive 5030.49 (reference (e)).

d. Material not owned or controlled by the U.S. Government (e.g., personal property) shall not be imported into or exported out of the United States by the DCS. Any military or civilian employee who violates that prohibition shall be referred to the cognizant official for possible criminal prosecution under applicable Federal statute or other appropriate disciplinary action.

e. Suspected or known incidents of fraud, waste, or abuse of the "DCS system shall be reported by PRIORITY message to HQ DEFCOURIERSVC FT GEORGE G MEADE//IG//.

1-108. DCS Forms

DCS forms shall be ordered or reproduced locally by DCS stations, when possible, and provided to DCS customers. Those forms are required to make DCS transactions and to maintain a continuous accountability between originator and addressee. The use of DCS forms for other than their intended purpose is prohibited.

1-109. Waivers or Exceptions

To the maximum extent possible, requests for waivers or exceptions to the provisions of this Regulation or DoD Directive 5200.33 (reference (a)) shall be submitted in writing. The Commander, DCS, is delegated authority to grant limited duration exception for movement of unqualified material. All other requests for waiver or exception must be submitted to the **DASD(I&S)**.

CHAPTER 2

ADMINISTRATION

A. PERSONNEL POLICY

2-100. Assignment of DCS Personnel

a. In accordance with DoD Directive 5200.33 (reference (a)), the Secretaries of the Military Departments shall assign qualified personnel to the DCS through USTRANSCOM/TCJL, consistent with the Joint Manpower Program approved by the Chairman of the Joint Chiefs of Staff.

b. Military personnel assigned to duty with the DCS shall not be assigned conflicting additional duties outside ~~the~~ DCS without the concurrence of the DCS station commander or chief.

c. Qualifications of military personnel for assignment to courier duty with the DCS are as follows:

(1) Must be a U.S. citizen.

(2) Must be in grade F-5 (or above), unless waived by the HQ DCS.

(3) Enlisted personnel must have the following scholastic achievement:

(a) Be a high school graduate, or equivalent.

(b) Achieved a minimum score of 100 in the aptitude area of the U.S. Army General Test or;

(c) Achieved a minimum score of 165 on the U.S. Navy General Classification Test (Clerical and/or Arithmetic score), or Armed Services Vocational Aptitude Battery (ASVAB) tests 5-7 (Work Knowledge - Numerical Operations -Attention to Detail, or ASVAB tests 8-14 and J1 (Verbal - Numerical Operations - Coded Speed) or,

(d) Achieved a minimum score of 65 in the General Area of the U.S. Air Force Airman Qualifying Examination.

(4) Must meet the following physical qualifications:

(a) Rated a minimum of 1 in the **categories** of **Physical capacity** or stamina (P), Upper Extremities (**U**), **Lower** Extremities (**L**); **Hearing and Ear** (H), **Psychiatric** (S) and rated a minimum of 2 in Eyes (**E**) **and** have no **physical condition that prevents frequent** travel aboard aircraft.

(b) Minimum Service physical fitness, weight, and body fat standards.

(5) Character traits, performance evaluations, and other qualifications.

(a) Individual must possess mature judgment, **be highly** reliable, and be diplomatic and courteous in deportment.

(b) **U.S. Army** personnel - Noncommissioned **Officer** Efficiency Reports for the **last 5** years must indicate “yes” in **Part IVa**, a **minimum rating** of “success” in parts IVb through IVf, and at least “fully capable” in Part V.

(c) **U.S. Navy** personnel - Have a minimum overall average of at least 3.8 on their last 5 evaluations.

(d) **U.S. Air Force** personnel - Have received a minimum rating of 5 in Section IV on Enlisted Performance Reports.

(e) Must possess a valid civilian (State) driver’s license for wheeled vehicles and be an experienced driver.

(f) Must hold a final Top Secret clearance **based** on a Special Background Investigation (**SBI**), Single Scope Background Investigation (**SSBI**), or Single Scope Background Investigation Periodic **Reinvestigation** (**SSBI-PR**), **completed with** favorable results within the last 5 years and be eligible for access to Sensitive **Compartmented Information** **SCI**.

(g) Must attend **and** successfully complete the DCS training school before reporting to their initial DCS duty station.

d. Qualifications of DCS civilian personnel credentialed as DCS couriers:

(1) Must be a **U.S.** citizen.

(2) Must be in grade General Schedule **GS-5/Wage** Board WG-5, or above.

(3) Must have no physical or mental limitations that would interfere with the performance of courier duties.

(4) Must have displayed character, duty performance, and knowledge supporting

accreditation as a DCS courier.

(5) Must possess mature judgment and be diplomatic and courteous in deportment.

(6) Must possess a valid civilian (State) driver's license for wheeled vehicles and be an experienced driver.

(7) Must hold a final Top Secret clearance based on an **SBI**, **SSBI**, or **SSBI-PR** completed with favorable results within the last 5 years and be eligible for access to **SCI**.

(8) Must attend and successfully complete the DCS Training School before being accredited to escort DCS material.

e. Preliminary Screening Interview

(1) The commanders of military personnel nominated for assignment to the DCS shall ensure that the nominee is interviewed in accordance with DoD C-5105 .21-M-1 (reference (f)) to determine his or her suitability for assignment to the DCS. Interview reports shall be processed in a manner to ensure protection of personnel security data in accordance with applicable Service directives. The results of the SCI screening interview and one copy of the individual's DD Form 398, "DoD Personnel Security Questionnaire (**PSQ**) shall be forwarded to the Commander, Defense Courier Service, **ATTN**: SS0, Building P-830, Fort George G. Meade, MD 20755-5370. Interviews shall also be in accordance with the following:

(a) Army personnel - Tables 8-2 and 8-4 of AR 614-200 (reference (g)).

(b) Navy personnel - Since Navy personnel selected for courier duty are from the **Cryptologic** Administration Branch, additional special screening requirements are normally unnecessary.

(c) Air Force personnel - AFI 36-2110, items 91K and 9KA (reference (h)).

(2) Personnel nominated for command positions shall be approved by the Commander, DCS, before assignment.

B. TOUR OF DUTY

2-101. Normal Tour

A normal DCS tour of duty for military personnel shall be 3 years in the continental United States (CONUS). The normal overseas tour shall be defined by the parent Service. Tour extensions or continued assignment to DCS duty are contingent on written approval of the Commander, DCS.

2-102. **Curtailing Tour of Duty**

Tours of duty maybe curtailed at the convenience of the parent Service, or when the individual is no longer qualified to perform DCS duties. The Commander, **DCS**, may terminate a member's assignment for demonstrated unreliability, irresponsibility, inability to function in the DCS operational environment, or loss of security clearance and/or access eligibility.

CHAPTER 3

OPERATIONS

A. ESTABLISHING AN ACCOUNT AND RECEIVING SERVICE

3-100. Establishing an Account

a. Each DoD Component, Federal Agency, or **other organization** that uses the DCS system to move qualified material shall establish an account at its servicing DCS station.

b. The DoD Components and the Federal Agencies **that** issue classified contracts shall submit a written request (classified, if required) for service to **the** HQ, Defense Courier Service, **ATTN: J-3**, Bldg. P830, Fort Meade, MD 20755-5370. **Minimally**, the request shall **include** the information **shown** in the subparagraphs **A.3-100.b.(1) through A.3-100.b.(4)**, below. Once validated by the DCS, requests for DCS service involving classified contracts shall **be** coordinated through the COAR and the contractors **shall** be given **instruction** on how to initiate their DCS accounts with the servicing DCS station.

(1) Name and location of contractor.

(2) Contract Number.

(3) Duration of contract.

(4) Name and telephone number of the COAR.

c. Contractors for classified contracts **shall** contact the **local** or servicing DCS station. They shall **be** asked to present contract documentation; **i.e.**, the information **listed** in paragraph **A.3-100.b.**, above. The contractor must also indicate whether a Communications Security (COMSEC), SCI, or **non-SCI** account is necessary to support the contract.

d. Authorized users may obtain one-time service by coordinating with the servicing DCS station and presenting a letter signed by **the** head of **the organization**. personnel authorized to enter and/or receive material must **be** identified in the letter by **name**, social security number (SSN), and signature sample.

e. DCS couriers shall transact **delivery and** pickup of qualified material only with individuals whose names and signatures have been properly **authenticated** and validated.

Delivery and pickup of **two-person** control material shall be in accordance with Joint Pub 1-04 (reference (i)).

f. The personnel security clearance of individuals representing the user who will be authorized to enter and/or receive material through the DCS must be authenticated in writing as prescribed by the DCS. Personnel authorized to authenticate security clearance information are as follows:

(1) Within DoD Components, the commander, the commanding officer, the deputy commander, the executive officer, the **TSCO**, the special security officer (SSO), the **COMSEC** custodian, or an authorized representative.

(2) The Head or authorized representative of a Federal Agency.

(3) Authorized DoD contractor representatives.

(a) For **SCI** contracts, the security clearance of personnel shall be verified as follows:

1 Army and Air Force contractors shall forward their authentications through their SSO .

2 Navy contractors shall forward their verifications through the Director, Office of Naval Intelligence, ATTN: **ONI-532-O/SCI Contracts** Management Division, 4300 **Suitland** Road, Washington, DC 20395.

3 National Security Agency (**NSA**) contractors shall forward their authentications through the NSA Industrial Security Officer, **ATTN: M52**. .

(b) Contractors of the DoD Components and the Federal Agencies shall forward prescribed documentation to the Head of the DoD Component or the Federal Agency, as appropriate, for verification. To accomplish verification, the DoD Components and the Federal Agencies shall type the following statement on the authentication document before returning it to the contractor for submission to the supporting DCS station:

- beginning of statement -

“THIS CERTIFIES THAT THE INDIVIDUALS IDENTIFIED HEREIN POSSESS A VALID SECURITY CLEARANCE TO THE DEGREE OF THE HIGHEST CLASSIFIED MATERIAL THAT COULD BE RECEIVED AND/OR ENTERED BY THE ACCOUNT.”

SIGNED:

NAME, POSITION, AND ORGANIZATION:

DATE:

- end of statement -

g. After receiving the verified authentication document, the servicing DCS station shall provide the customer with the DCS account number to be used when shipping material through the DCS. Customers with multiple account numbers may list more than one account number on a single authentication document, if they desire. The controlling **offices** for DCS account numbers are, as follows:

(1) Accounts requiring **COMSEC** service shall be identified by the Central Offices of Record.

(2) Authorized DoD Components and Federal Agencies, and contractors requiring non-COMSEC service receive account numbers from the servicing DCS station.

(3) Classified (special access) non-COMSEC contractor accounts are controlled by the HQ DCS.

h. User activities must identify and submit authentication documentation on a minimum of two persons for each DCS account.

i. After the servicing DCS station has received the authentication documentation, one copy shall ~~be~~ returned to the customer. The authentication document remains valid for worldwide DCS service until:

(1) A contract expires.

(2) The authorizing official changes.

(3) Additions or deletions are made to listed personnel.

(4) Corrections are made to an individual's name, SSN or signature.

(5) There is a change in the DCS two-line address.

(6) Requested by the servicing station.

(7) The account is disestablished.

3-101. Scheduling DCS Service

a. Customers located a significant distance from the supporting DCS station will normally be serviced by an established DCS schedule. When practical, customers in a reasonable proximity shall be asked to transact business over-the-counter at the station. Local arrangements shall be coordinated between the station and its customers.

b. Customers may arrange to have their material entered **and** received through another consenting DCS account by typing or printing a statement to authorize that on all copies of their authentication documentation. DCS customers that provide that service are known as Consolidated Control Points (CCPs). A sample **CCP and/or** supplemental authorization is shown below:

- beginning of statement -

“PERSONNEL LISTED ON (AUTHENTICATION DOCUMENTATION) FOR (ACCOUNT NUMBER AND SHORT TITLE) (list all applicable accounts) ARE AUTHORIZED TO ENTER AND/OR RECEIVE MATERIAL ON BEHALF OF THE ACCOUNT(S) LISTED IN THIS DOCUMENTATION. THIS DOES NOT AUTHORIZE THEM TO OPEN THIS MATERIAL.”

TYPED OR PRINTED NAME, RANK, GRADE, AND TITLE OF
AUTHORIZING OFFICIAL

- end of statement -

3-102. Entering Material into the DCS

a. The servicing DCS station shall assign an article number to each piece of material entering the DCS to maintain accountability during transit.

b. The servicing DCS station may assign a block of article numbers to volume customers to facilitate their preparation of material and related forms. Those numbers shall be monitored closely and unused numbers must be accounted for by the user. A new block of different numbers shall be issued each year.

c. A receipt, as prescribed by the DCS, shall be accomplished by the customer and accompany all material entered into the DCS system.

d. The receipt must be signed by a customer representative who has been authenticated to the DCS for the account in question. Identification bearing a photo and sample signature is also required.

e. The appropriate courier shall acknowledge acceptance of the material by signing the receipt.

f. The servicing DCS station shall retain the original of the receipt bearing the signatures of the customer representative and the DCS and courier. A copy shall be returned to the customer.

3-103. Receiving Material from the DCS

a. Each piece of material that is delivered to a customer shall be listed on an invoice prescribed by the DCS which, as a minimum, shall include the article number and two-line address.

b. A courier shall deliver material only to an individual whose name and signature have been validated to the DCS

c. On delivery, the recipient shall sign the invoice indicating the number of pieces received and the date and time of delivery. The servicing DCS station retains the original copy; the recipient is provided a copy.

B. MATERIAL AND PACKAGING REQUIREMENTS

3-200. Preparing and Marking Materials for DCS Movement

a. No item entering the DCS shall weigh over 300 pounds, or exceed dimensions 45 1/2" X 26" X 22", except those items for which the physical structure prohibits breakdown into smaller units. The minimum size of a "flat" (envelope) entered into the DCS shall meet the standard 8 1/2" X 11" in size; small boxes and/or packages shall have a minimum total dimension of 26"; e.g., girth (twice its width plus twice the height) added to the length. Requests for exception to weight or size restrictions shall be submitted to the servicing DCS station, in advance.

b. Items shall be addressed with the standardized DCS two-line address; the Army/Air Post Office, the Fleet Post Office, and the street addresses shall not be used.

c. Envelopes, labels, or tags with visible "postage and fees paid" indicia shall not be used.

d. Security classification markings, special security caveats, and other extraneous

markings must not appear **on the** outer wrapper.

e. Nickname and/or special project markings previously approved by the DCS must be placed on the outer wrapper.

f. Detailed information on wrappings, marking, and preparing material for movement is available from the servicing DCS station.

3-201. Packaging Material

a. Generally, all packaging materials are permissible if they afford contents with concealment and protection, preclude physical and/or visual access, are sturdy, and pose no hazard to handlers. Use of metal strapping is specifically prohibited. For assistance and clarification, customers should contact their servicing DCS station.

b. U.S. Postal Service bags, pouches, or sacks shall not be used for DCS material.

c. DoS bags, pouches, or sacks shall not be used for non-DoS material, except in specific, previously coordinated situations.

C. OPERATIONS

3-300. DCS Support to U.S. Mobile Units

a. Mobile and afloat units with current verified authentication documentation on file with the DCS may obtain courier service from any DCS station, worldwide.

b. In areas where the DCS is not available directly, the following applies:

(1) Material may be entered into the DCS by designating an appropriately cleared command messenger to deliver the material to an appropriately cleared official **and/or** representatives of any U.S. military or DoS component. The designating command must ensure that this messenger is cleared for access to any material that maybe received by that military or DoS component. Until acceptance by the DCS, material shall be accounted for by an originator's control number that is to appear on the receipt that accompanies the material. Upon return to the servicing DCS station, the receipt will be annotated with the appropriate DCS article number. Originators shall prepare sufficient copies of the receipt to permit intermediate activities to retain a copy.

(2) Material may be delivered to mobile or afloat units through an appropriately cleared official and/or representative of any U.S. military or DoS component in the area. The servicing DCS station shall coordinate with the mobile unit before releasing the articles to the

delivering military and/or DoS component. If the delivering DCS station does not receive acknowledgment of receipt from the addressee within 10 days, it shall initiate follow-up **action**.

c. In countries where the material maybe subject to search and seizure by foreign customs of other local officials, the DoS Diplomatic Courier Service shall normally convey the material to the delivering military and/or State component.

d. When it is not feasible to deliver material through an intermediary, the originator or addressee shall provide an appropriately cleared command messenger to rendezvous with the DCS courier.

e. If several mobile units operating together designate an appropriately cleared command messenger to enter and/or receive material for all units concerned, the appropriate DCS station must be advised of this designation by message.

3-301. Designated Couriers

a. DCS couriers may designate appropriately cleared active duty military or, when authorized by Commander, DCS, U.S. Government civilian personnel (in grade GS-5, or above) to escort and safeguard and/or assist in providing required security for a **DCS** shipment. In such instances, it is the responsibility of the DCS courier to confirm the security clearance and or access of the potential designee(s) in advance, as follows:

(1) Hand-Carried Material. Individuals designated to hand-carry DCS material aboard aircraft are considered to have direct access to the material, and must have a Top Secret clearance and access to **SCI**.

(2) Cargo and/or Belly Loaded Material. When DCS material is loaded in the cargo and/or belly area, designated couriers are not considered to have direct access. In such cases, it is not mandatory that designees have a Top Secret clearance and access to **SCI**. However, every effort shall be made to select personnel who, minimally, have a Secret clearance.

(3) On occasion, DCS material maybe placed in both the passenger cabin and cargo compartment. In such cases, two couriers, with clearance and access as indicated in subparagraph C.3-301.a.(1), above, must be designated.

(4) If the potential designee's security clearance and access are not already known by the DCS courier, he or she shall confirm clearance and access by sighting the potential designee's military or civilian identification and travel orders, by contacting the HQ **DCS**, or by direct contact with the potential designee's parent security office.

b. Designated couriers shall not be used for escort aboard aircraft when the aircraft is scheduled to make an intermediate stop, unless they can be met by a dedicated DCS or

provisional courier at the intermediate location.

c. The following individuals shall not be designated as “couriers” under any circumstances:

(1) Medical, dental, nursing corps, and medical services corps **personnel**.

(2) Chaplains.

(3) **Credentialed** special agents of the U.S. Army Criminal Investigation Command, the Naval Criminal Investigative Service, the Air Force Office of Special Investigation, and the Defense Investigative Service.

(4) Retired military personnel.

(5) Reserve personnel not currently on active duty. (NOTE: (Inactive duty Reservists and/or Air Reserve Technicians on military flight orders maybe designated.)

(6) Personnel on or returning from emergency leave status,

(7) Otherwise qualified passengers accompanied by dependents.

d. Active duty military members eligible for designation and traveling in a duty status are obligated to act as designated couriers when requested to do so. If a qualified military member in a duty status refuses to serve as a **courier**:

(1) The DCS station commander shall forward a complete report of the circumstances to the HQ **DEFCOURIERSVC FT GEORGE G MEADE//IG//**.

(2) If the circumstances warrant, the Commander, DCS, shall prefer charges to the appropriate Military Department or command.

e. Qualified crew members of a military aircraft maybe designated as “couriers” with the aircraft commander’s consent.

f. When no active status passengers are available, qualified military passengers in leave status may be designated as couriers, if they consent.

3-302. Provisional Couriers

a. Provisional couriers perform primary duties outside the DCS and are appointed by their parent organization to provide limited administrative and operational assistance to the DCS.

b. Individuals appointed to act as provisional couriers must meet all the personal requirements and assignment criteria in Chapter 2, above.

c. The HQ DCS shall determine where provisional couriers are needed and coordinate with the host organization about their appointment.

d. The HQ DCS and the supporting DCS station shall provide administrative, logistical, and operational support to provisional couriers in their DCS functions.

D. COURIER STATION EVALUATION AND VEHICLE STANDARDS

3-400. Evaluation of DCS Station Operations

a. The Commander, DCS, shall review and evaluate each DCS station's technical and/or operational proficiency and security to ensure that total quality service is provided to its internal and external customers. All DCS personnel shall enhance total quality service in the DCS by prompt attention and continuous improvements of DCS processes.

b. The Commander, DCS, shall also conduct regularly scheduled inspections of DCS operations to ensure the integrity of the system and to meet the requirements of appropriate DoD Directives and Regulations.

c. All DCS stations shall undergo periodic inspection by drug and bomb detection dog units. Such inspections shall be scheduled by cognizant DCS region/station commanders. Inspection results shall be reported to the HQ DEFCOURIERSVC FT GEORGE G MEADE//IG-SID//.

3-401. DCS Vehicle Standards

a. All vehicles used by the DCS must meet criteria established by the Commander, DCS, and conform to criteria in DoD Instruction 6055.4 (reference (j)). Vehicles must be above average in reliability, safety, and energy efficiency for vehicles of their class. The Commander, DCS, may curtail service in areas where secure and reliable vehicles are not available.

b. Security standards for DCS-assigned or leased vehicles are, as follows:

(1) The cargo compartment of vehicles with separate cargo boxes shall be constructed of 16-gauge metal and completely closed on sides, top, and bottom. All cargo doors shall be secured with double-rod locking devices or other mechanisms permitting double-locking with high-security padlocks.

(2) Vans shall have their cargo compartment separated from the cab by 16-gauge steel mesh or steel grating. Cargo doors shall be secured with at least two locking devices.

(3) Military **sedans** and station wagons, without modifications, are authorized to transport small quantities of courier material in the passenger compartment.

(4) In areas where DCS elements are required to operate off-base, vehicles **shall** be minimally equipped with the following:

- (a) Two-way mobile radios or mobile or cellular telephones.
- (b) Hidden **fuel** shut-off valves.
- (c) Auxiliary ignition switches, or other disabling devices.
- (d) Lockable passenger compartment cab.
- (e) AM/FM radio.
- (f) Air conditioning where appropriate for the climate.

c. Requirements for special purpose equipment shall be coordinated with the **host**-installation commander. Assigned equipment shall conform to established DoD safety criteria and provide sufficient working capacity to meet the station's **needs**.

d. In areas outside CONUS having a high security threat, **DCS** vehicles shall be modified to blend with the local environment and maintain a low profile as the local security and/or terrorism threat warrants.

e. DCS station commanders may grant one-time authority to use a privately owned vehicle or **temporary** replacement vehicle to prevent mission degradation.